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Administrative Newsletters

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Utah Technical College at Salt Lake

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## SECRETARY TO THE PRESIDENT NAMED

Myrna King has been named secretary to President Orville D. Carnahan. She began in her new position on July 1.

A long-time administrative assistant and executive secretary to the director of employee relations at Kennecott Minerals Company, Mrs. King has extensive interpersonal relations skills, and organizing all phases of office administration.

Mrs. King has worked also at University of Utah, B.F. Goodrich Tire Co., and Crown Zellerbach Co.

She has been actively involved in several volunteer organizations (e.g. Salt Lake Community Mental Health Centers). And she has taught classes on a volunteer basis, and provided public speeches also.

An avid learner, Myrna has taken innumerable classes and seminars to better fit her for the responsibilities in her professional career.

She is the mother of four older children, and lives in the general Mill Creek area of town.

## NEW ACADEMIC ADVISING SHEETS AVAILABLE

Better support for students is the thrust of a new academic advising sheet developed by Student Services counselor Larry Landward.

"The intent of this information," says Larry, "is that it will provide systematic, useful, fingertip knowledge on each of the college's 41 full-fledged programs.

"We think it will provide direct help to counselors, faculty, staff - in fact anyone at the college who has contact with students."

The new advisement sheets each give an overview of the particular program, note career opportunities leading from the program, and detail the course requirements and class schedule quarter by quarter.

Additionally, they list approximate cost of books, tools and supplies, as well as special information peculiar to the program.

The sheets are intended as a supplement to the college's general catalog.

## NEW STUDENT ORIENTATION

Student Services counselor Vo Belnap has been charged with responsibility for organizing a series of new student orientation programs this summer.

Orientation and pre-registration meetings will be held between August 15 and 25, each meeting being devoted to a specific program area. In many instances there are two such meetings planned each day.

Vo says the new orientation program should enable incoming students to more quickly get their feet on the ground. They will understand the parameters of their schooling better. And, she says, there is a general feeling that student retention in the various programs will be higher than in the past.

## ALMOST ONE-LINERS

\* Automotive instructor Ivan Dickson banged up his ankle the other week in a dirt bike accident in Clearfield.

\* Word Processing secretary Maurene Larsen was married within the past couple of weeks. Her name now is Maurene Williams. Her husband is a school teacher. Our congratulations to the couple.

\* The 1983-84 college catalog really is published now, with copies being available through Student Services.

\* The college has received a 1982 Pontiac Bonneville from Mark Miller dealership. The car had been totalled, but has instructional value for body work, and also for the computerized ignition and carburetion systems.

\* As far as we can gather there were an awful lot of bodies on campus last Saturday for the Mr. and Miss Sun-tan Contest, sponsored by KRSP. And while aluminum cans dotted the landscape, generally the crowd was well behaved. Estimates were that up to 10,000 people were on campus during the course of the day.

\* Two officials of the National Commission on Cooperative Education will be on the Redwood Road campus July 6 & 7. They will be meeting with Co-op Ed. director Jim Godfrey and other college officials on Wednesday. The next day Utah Tech is hosting co-op ed. people from other Utah colleges at a meeting with the national representatives.

\* Utah Tech's building construction program will be featured prominently in this year's Parade of Homes exhibition at the Salt Palace exhibition hall, July 13 through 17. Division chair Elwood Zaugg, and instructor Ross Dean, explain that the college has one informational booth plus the equivalent of a 4-booth work area in which they plan to have selected students construct a play-house. The finished product is planned to be raffled, with participants dropping off their tickets at the college's project house in the King's Row sub-division.

\* Maintenance foreman Rich Hickman has been vacationing in the Black Hills of South Dakota, trying to reactivate his fishing skills.

\* Health Science instructor Bonita Robertson plans a trip to Europe in July.

\* Sherwood Davis, engineering drafting instructor, has been attending a computer graphics conference back East.

## RAND JOHNSON GETS PLACEMENT POST

Rand A. Johnson, who has been with the Skills Center as Job Development Co-op Specialist, was successful in being selected as the college's new placement director. He moves into that slot immediately, reporting to Bob Beebe, assistant to the vice-president for instruction.

A graduate of Utah State University, Rand has also done extensive post-graduate work at the University of Utah.

In addition to his Skills Center experience he has taught ninth grade at Brighton high school, and has been an evening instructor in human relations and psychology at Utah Tech.

Rand and his wife Nancy Louise live with their two children, Maria and Richard, in Kearns.



## NEXT COLLEGE SENATE MEETING

Agenda for the upcoming college senate meeting on July 7 at 2:30 p.m. in Room 201 of the Administration Building is as follows:

1. Approve Minutes of June 2 Senate Meeting
2. Committee Report Format
3. (Assignments) Ad Hoc Committee on External Deductions
4. (Assignments) Ad Hoc Committee on Parking
5. (Report) Mailroom Distribution Study Committee
6. Other

## CUTTING - EDGE OF AUTOMOTIVE TECHNOLOGY

Applied Power Inc. has provided an auto industry loan of a \$22,000 Blackhawk autobody universal bench and fixture system to Utah Tech, according to Neal Grover, division chair in the School of Trades and Industry.

This sophisticated product places the school in the enviable position of teaching auto collision repair people the use of advanced industry equipment.

Loaned for use by the Inter-Industry Conference for Auto Collision Repair (I-ICACR), the frame machine represents the most recent equipment for straightening body damage on new hi-tech cars. A portable vehicle lift with a capacity of 6,600 pounds is also a part of the package.

Unibody construction is common with virtually all new cars, and uses much thinner yet stronger steel than that of a few years ago. The technology for dealing with bent and twisted metal is significantly changed.

Most auto collision repairers are unfamiliar with the new repair systems. They need to take the 9-part I-ICACR seminar instruction which the college has been teaching for the past year.

Neal says the college is the only one in the state instructing working autobody repair persons on the breakthrough technology.

## INTRAMURAL COORDINATOR HIRED

A new face on campus beginning July 5 is Craig L. Forman, who has been hired as Intramural and Recreation Coordinator reporting to College Center director Curtis Smout.

Craig earned both his B.S. and M.A. degrees from Brigham Young University in recreation management, and municipal recreation administration.

At 28 years old Craig is married, currently lives in Springville. He has previously lived for a couple of years in the Samoan Islands.

During his working life he has been a trackman at Kennecott Minerals Co., and journeyman sheet metal mechanic with various Utah firms.

Most recently he has been facility manager in the College of Physical Education at B.Y.U., and previously was a supervisor of the Intramural/Campus Recreation department of that university.

Craig has also been a consultant to the Herriman Community Association, community parks and recreation planning and development. And in 1982 he was recreation coordinator with the Salt Lake City Parks and Recreation department.

An avid outdoorsman, Craig Forman brings with him extensive experience, and a sensitivity to the needs of the college community.

## JIM LAWSON SEEKS STATE U. P. E. A. POSITION

Utah Tech's Jim Lawson, who has just recently been elected second vice-president of the on-campus chapter of U.P.E.A., is also seeking support for his quest to become second vice-president of the state U.P.E.A. organization. Jim was chapter president a few years ago.

Successful vote-getting for the state position would mean that Jim would become president of the state U.P.E.A. for the 1985-86 year. It is about 5 years ago now that a higher education employee was in the U.P.E.A. state leadership.

## ASSESSMENT CENTER PLANNED FOR REDWOOD ROAD CAMPUS

A \$60,000 grant has been awarded Utah Technical College as a result of a proposal written by deans Ann Erickson and Michael Homer.

The proposal, to provide one-year funding for an Assessment Center on the Redwood Road campus, has been met with enthusiasm.

Dean of Students' Judd Morgan says that such a center will operate within the Student Services area, and under his direction.

The college will hire an Assessment Director, and a secretary. Purchase of 8 computer terminals are planned, plus other testing materials. The center will use the college computer system as far as possible.

The intent is to match up entry-level skills with program entry-level requirements, so that incoming students may have better opportunities throughout their educational experience at the college.

Interest tests, G.E.D.'s, appropriate placement of students into programs at the college - all are a part of the assessment program. Some aspects of the center have been in operation (such as GED tests) for a considerable while.

Exact location of the proposed Center has not been determined yet, but it is hoped to be fully functioning before Fall quarter starts.

## D.R. MAX LOWE REPORTS . . .

The college's Advisory Council finished up its year's work with a review of the various Craft Committee reports and sub-committee recommendations.

The recommendations fall into areas such as public relations, business, industry, and government linkages. Also faculty upgrading, job placement, cooperative education, curriculum, equipment, budget follow-up, and students.

The recommendations will be presented to the Institutional Council in July.

The Advisory Council has been impressed with the effectiveness and seriousness with which the craft committees took their assignments this past year. It was obvious that much discussion had taken place, and some very serious and challenging recommendations have come out of those discussions.

I would like to express my appreciation, also, to all the faculty members who have served on committees this year which helped formulate policies and direction for 1983. These committees include - but are not limited to - those who worked on High Technology, the F.C.C., Load committee, Graduation, Self-Study, Evaluation, and Merit committees.